



MOUNT SINAI  
SCHOOL OF  
MEDICINE

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**To: All Faculty, Department Chairpersons, and Administrators**  
**From: Grants and Contracts Office**  
**Date: November 2011**  
**Subject: Updated Administrative Information for Preparing a Research Application**

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The following is an update of much of the information required by extramural funding agencies in the preparation of a research application. Careful attention will ensure that these identifiers are accurate and uniform across departments to prevent unnecessary delays in processing. There are many funding agencies, some of which may require information not provided in this memo. Please feel free to contact this office with any inquiries at extension 58300.

#### **ADMINISTRATIVE INFORMATION**

Applicant Organization:	Mount Sinai School of Medicine One Gustave L. Levy Place, Box 1075 New York, New York 10029-6574
Governmental Districts:	14th Congressional District 28th NYS Senatorial District 68th NYS Assembly District
Entity Identification No.:	1-136171197-A1
Tax No.:	136171197
CAGE Code:	1QSQ9
DUNS No.:	078861598
FICE Code:	007026
New York State Vendor ID:	1000027177
Institutional/Administrative Official (Signing for Applicant Institution and to be notified if award is made)	Ms. Jessica R. Moise Grants and Contracts Officer Associate Dean for Sponsored Programs Tel: (212) 824-8300 Fax: (212) 241-3294 E-Mail: <a href="mailto:grants@mssm.edu">grants@mssm.edu</a>
Institutional/Administrative Official (Signing for Applicant Institution and to be notified if award is made):	Mr. Michael J. King Director, Grants and Contracts Tel: (212) 824-8300 Fax: (212) 241-3294 E-Mail: <a href="mailto:grants@mssm.edu">grants@mssm.edu</a>

Business Official/Finance Officer: Mr. Stephen Harvey  
 Vice President for Finance  
 Tel: (212) 731-3413  
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Institutional Research Integrity Officer Dr. Reginald Miller  
 Tel: (212) 241-3006  
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The annual “Misconduct in Science Assurance” was filed on March 1, 2004.

All Assurances/Certifications are filed with the appropriate federal agencies.

**FINANCIAL INFORMATION:**

DHHS Agreement Dated: September 15, 2011

Executive Level I Salary cap: \$199,700

Fringe Benefits Rates:  
 Federal Agencies 26.5% of Salaries and Wages (Until 12/31/2011)  
 \*27.5% of Salaries and Wages (Effective 1/1/2012)\*  
 Non-Federal Agencies 27.5% of Salaries and Wages (Until 12/31/2011)  
 \*28.5 % of Salaries and Wages (Effective 1/1/2012)\*

Indirect Cost Rates:

Federal Agencies Research	On-Site	69.5%
	Off-Site	26.0%
Federal Agencies, Training and Career Development		8.0%
Instruction/Training (Curriculum Development)		41.0%
Other Sponsored Programs		41.0%
Commercial, Industrial, & Pharmaceutical	On-Site	40.0%
Commercial, Industrial, & Pharmaceutical	On-Site	35.0%
(Sponsored Clinical Trials)	Off-Site	26.0%
Non-commercial *	On-Site	20.0%
	Off-Site	10.0%

\*Foundations set particular rates, please consult the guidelines given by the foundation for the maximum IC rate that should be used.

## Indirect Cost Calculation on Federal Awards:

For indirect cost calculation on federal grants and contracts, the following items are specifically excluded from the "Modified Total Direct Costs" (MTDC):

- ◆ Equipment
- ◆ Patient Care Costs (defined as clinically indicated and/or routine – NOT patient reimbursement or special tests for proposed study)
- ◆ Alterations/Renovations
- ◆ Tuition, Fees
- ◆ Subcontracts

Subgrants/subcontracts (consortium arrangements): All funds above \$25,000 per subgranting/subcontracting institution are excluded when calculating indirect costs. The \$25,000 limit applies once for each subgranting/subcontracting institution for each project period.

Additional information on Policies and Procedures for Charging Indirect Costs to Sponsored Projects Received from Extramural Sponsors, Gifts, Donations, and Other Receipts can be obtained from the Finance Department at [www.mssm.edu/finance/](http://www.mssm.edu/finance/).

### Inflation:

Please remember to incorporate an inflation factor in your budget preparation when additional years of support are being requested. A standard of 3% across the board for salaries, supplies, travel, other expenses, etc., is recommended.

## **HUMAN SUBJECTS IN RESEARCH**

Assurance Identification Number                      00005656

PPHS Identification Number:                              01

PPHS (formerly called the Institutional Review Board) review is generally conducted following submission. However, agencies differ on deadlines for IRB approval notification. Check with the funding agency or call the GCO (x58300) for assistance.

### PHARMACY:

Signatory    Joanne Meyer, Annenberg B2-12

(Please note that a Pharmacy signature is required on the "Drug Information Sheet (IRB Form 3)" if applicable. This form is submitted with the MSSM Research Application to the GCO.)

## **ANIMALS IN RESEARCH**

Assurance Identification Number:                      A3111-01  
Expiration Date:    January 31, 2011

AAALAC Accreditation Date: November, 2005

IACUC (Institutional Animal Care and Use Committee) review, in most cases, is conducted following submission to a funding agency. Therefore, the extramural agency should be notified that IACUC approval is "PENDING" (e.g., NIH Grant Application PHS 398, Section 5a of the Face Page).

## **RESEARCH PROJECT SUBMISSION**

The MSSM Research and Sponsored Programs Application is required for all research and sponsored programs. Submit one original copy of the MSSM Research Application [www.mssm.edu/grants/research\\_application.shtml](http://www.mssm.edu/grants/research_application.shtml). When submitting an application to an external agency, you must also submit the original (if signature needed) and three copies of the application. For industry supported projects, please submit one copy of the protocol- the PPHS will request additional copies at a later date.

## **DEADLINES**

### **24hours:**

MSSM (internal), Foundations, Industry, Letters of Intent and paper applications to other Federal agencies will be processed in the GCO within 24 hours.

If it does not need IACUC or PPHS/IRB approval, then an administrative approval will be given. The form will be sent via interoffice mail to the PI and department administrator.

### **One-week:**

MSSM InfoEd submissions

### **Two-week:**

Grants.gov submissions